



ADMINISTRATIVE REGULATION

DATE APPROVED:

AR: 3.07

**June 18, 2007
July 13, 2020 Amended**

SUBJECT:

DEPARTMENT:

Non-Profit Funding Procedures

Finance

Wakulla County Board of Commissioners contributes annually to non-profit organizations. These agencies must be non-profit organizations and must provide a significant, measurable direct service to the citizens of Wakulla County. Agencies that provide a service that is mandated by Florida Statute or other higher government authority are exempt from the regulations and requirements set forth here. These funding decisions are considered during the County's annual budget process only.

I. Request Schedule

1. All requests must be submitted by June 1st to qualify for consideration for funding for the next fiscal year that begins on October 1st.
2. Please make sure that all required items are included in your application. Incomplete applications will not be reviewed.

II. Requirements for Applications

By June 1 of the current year, the following must be submitted in typed form to the County Administrator's Office and must contain the following:

1. Completed copy of the Funding Application, signed by the duly authorized person of the organization.
2. A maximum two hundred-word explanation of whom you serve, why you exist, long-range plan, when you began operation and why you feel county taxes would be well spent with your request.
3. Copy of the agency's mission statement, charter, board of directors list and meeting schedule.
4. Copy of the agency's current by-laws.

5. Copy of the IRS determination letter verifying the application agency's non-profit 501c (3) status, or proof of application for that status.
6. Copy of most recently filed IRS form 990 and a copy of most recent independent audit or compilation.
7. Enclose a full budget for the proposed fiscal year.

III. Funding Award

All selections will be based on the following criteria:

1. Number of people served and types, i.e. underprivileged, county residents, students.
2. Emphasis on education, research and job development.
3. Review of financial integrity of the organization and long-range funding plans. Also, the sources of funding of the organization will be reviewed (percentage of tax dollars and percentage of private contributions, sponsorships, etc.) Other charities, organizations, events that benefit directly from the event of work will be considered.
4. The Board of Commissioners reserves the right to reject any and all applications.

IV. Total Funding and Audit

Each year the funds budgeted for non-profit organizations will be released annually upon the Board of Commissioner's Office receiving a written request from the organization and the disbursements will be as follows:

1. Up to 100% of the total award will be disbursed on the intimal written request. Additional documents (i.e. invoices, cancelled check copies) must be attached to request for disbursement. Agencies can also request to receive a monthly or quarterly disbursement of the annual funding amount either in equal increments or based on reimbursement of actual expenses.

V. Matching Requirement

The funding award must be matched equally by funding within the organizations budget.

VI. Contract

Deposit of funds received from the County will constitute the agencies agreement with all regulations and guidelines established in this Administrative Regulation.



WAKULLA COUNTY NON-PROFIT GRANT APPLICATION

AGENCY: _____

ADDRESS: _____

PHONE #: _____ **FAX #:** _____

CONTACT PERSON: _____

TITLE: _____

FISCAL YEAR: _____

COUNTY FUNDS REQUESTED: \$ _____

Please return completed form and additional requirements for application to:
Wakulla County Board of Commissioners
Attn: Brandy King, Fiscal Operations Director
bking@mywakulla.com
3093 Crawfordville Hwy
Crawfordville, Florida 32327